



RESIDENTIAL MANUFACTURED HOME SUBMITTAL GUIDELINES

**City of Lathrop
Building Department**

390 Towne Centre Drive – Lathrop, CA 95330

Email: PermitOffice@ci.lathrop.ca.us

Phone #: (209) 941-7270

PLEASE REFER TO THESE SUBMITTAL GUIDELINES BELOW FOR ALL MANUFACTURED HOMES PREAPPROVED BY HUD / HCD, LOCATED ON PRIVATE PROPERTY, OUTSIDE OF MOBILE HOME PARKS, AND WITHIN THE CITY OF LATHROP'S JURISDICTION

These guidelines provide basic information for the Permit Application, Installation, and Inspection Processes for Manufactured Homes located on private property outside of mobile home parks within the City of Lathrop's jurisdiction, which will help to streamline the process of Plan Check, providing a checklist of which necessary documents are required at Application, as well as documents needed before Installation and Final Inspection.

The scope of these guidelines applies to Manufactured Homes intended for **Permanent Use** placed on private property within the City of Lathrop's jurisdiction, excluding mobile home parks. This procedure applies exclusively to Manufactured Homes that have been **Preapproved** by the **Federal Housing and Urban Development (HUD)** and/or **California State Department of Housing and Community Development (HCD)**. Proper documentation and approvals need to be submitted at Application to qualify for this Permitting Process. Preapproved Manufactured Homes are subject to **HUD/HCD Standards per Health and Safety Code 18551** and preempt other Building Codes. Manufactured Homes that are not Preapproved are subject to current California Building Codes, rather than HUD/HCD Standards, and will require a more extensive Plan Review.

Manufactured Homes placed within **Mobile Home Parks** fall under HCD's jurisdiction and are not addressed in these guidelines. For any questions on permitting within mobile home parks in the City of Lathrop, please reach out to HCD.

GENERAL INFORMATION:

A Manufactured Home is a structure that is transportable in one or more sections, which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation system. A Manufactured Home includes Mobile Homes and is subject to the **National Manufactured Housing Construction and Safety Act of 1974**.

A Manufactured Home may be installed under the provisions of **Health and Safety Code Section 18551**, where installations are deemed to be a fixture and a real property improvement to the real property to which it is affixed.

HUD and Health and Safety Code Section 18511 established regulations for the construction and placement of Manufactured Homes. Federal and State Regulations preempt local Building Standards and establish a procedure for Permit Issuance. Applicable laws allow local Zoning Regulations to limit installation options.

HCD oversees the manufacture of units that are sold, leased, and used within the State of California. Units manufactured outside of the State of California must meet **HUD Standards**. All Manufactured Homes must be **permanently labeled** to identify their date and location of manufacture.

HCD retains jurisdiction and is the permit authority for any **Alterations or Repairs to the Structural Framing, Roofing, Siding, Plumbing, Electrical, Mechanical, or Fire Sprinkler Systems** within a Manufactured Home.

The **City** has jurisdiction of the support system and is the permit authority for any **Site Built Additions, Carports, Garages, Cabanas, Porches, Decks, and Stairs**. The City also has jurisdiction over **Utilities** servicing a Manufactured Home as with any other residential structure.



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SUBMITTAL REQUIREMENTS:

Code Sections Referenced: **Health and Safety Code**, Division 13, Part 2.1, Sections 18200, 18613 – 18613.4, 18551, 25CCR

1. **A Complete and Signed Building Permit Application**

- Valuation should include Foundation and Utility Services, Building Valuation does not apply for Plan Check

2. **A Complete Electronic Set of Construction Drawings**, including the following:

Site Plan

- Dimension of property lines, names of streets abutting the property, and North Arrow
- Property Owner's Name, Assessor's Parcel Number, and Site Address
- Use, Size (in sqft), and dimensioned location of existing and proposed structures and drainage away from the structure to the street and/or appropriate drainage basin
- Location of existing and/or proposed sewage disposal systems, including design and sizing
- Location of existing and/or proposed utilities / utility connections
- Location of existing and/or proposed easements, roads, alleys, paving, right of way, and drainage
- Distance from lot lines (property lines) to proposed and existing structures
- Location of all existing trees
- Location of driveway, approach, parking area, and any required surfacing or covered parking space
- Location of existing fencing
- Provide Site Drainage on the Site Plan or provide a separate Site Drainage Plan
- Indicate location of all Erosion Control Measures

Floor Plan

- All Elevations showing size and location of windows, doors, etc.
- Dimensioned Floor Plan showing use of rooms
- Porches, balconies, breezeway, carports, garages, etc. (Separate Permits Required)
- Door and window sizes, locations and types
- Location of plumbing fixtures
- Location and size of Main Service Panel

HCD Approved Standard Plan (Foundation Plan)

- Foundation Plan, specifically approved as a "Manufactured Home Foundation System"
- Marriage Line Detail
- Tie Down Systems
 - Showing chassis pier locations, marriage line pier locations, and any other special piers required
- Stamped by a Licensed California Engineer

3. **HCD Approved Manufacturer's Installation Instructions**

- Specifications for the structural assembly, utility crossover connections, under-floor support locations, and load specifications
- Tiedown Specifications
- Licensed California Engineered System

4. **Written Evidence** that the Registered Owner of the Manufactured Home **holds title to, is purchasing the property, or holds a Transferable Lease on the property** where it is installed

5. **Written Evidence** that the Registered Owner **owns the Manufactured Home**, free of any liens or encumbrances, or;

- In the event that the Legal Owner is not the Registered Owner, refer to the conditions in CA HSC 18551
- Serial Number / HUD Label Info, Manufacturer Name, and Model Number

6. **School Developer Fee Form**, with Section 1 Completed

7. **ESCP Form** may be required, at the discretion of Public Works Dept.

8. **Optional: HCD Forms 433A, 433B** (attached), applicable if requested by Property Owner, coordinate with Planning Dept.



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PLAN REVIEW AND PERMITTING PROCEDURES:

The following information lays out the procedures for Manufactured Home Installations on private property on a Permanent Foundation System during Plan Review, Issuance, and Field Inspections.

PLAN CHECK

- ❖ **Plan Check Fees** are due at Application before documents are routed for review
 - Plan Check Fees **do not apply** for the review of HCD Approved Standard Plans
 - Plan Check fees **apply** to the Foundation System
 - Plan Check Fees **apply** for any Utilities (on-site underground plumbing and electrical)
- ❖ Valuation of Permit Submittal should include **Foundation and Utility Services**, Building Square Footage Valuation does not apply for Plan Check, however it will be incorporated into the Permit Fees before Issuance
- ❖ Staff will review the Permit Application Submittal to verify **compliance with HUD & HCD Standards**
 - The Applicant will be contacted to request corrections to plans and/or request more information, if necessary
- ❖ Aside from the verification of HUD & HCD Standards compliance, these other Departments will conduct a Plan Review:
 - Planning Department – (209) 941-7290
 - Public Works Department – (209) 941-7430
 - The Public Works Department may incur Development or Impact Fees if total square footage is **greater than or equal to 750 sqft** (Government Code Section 65852.2)
 - Fire Department – (209) 941-5100
 - The Fire Department will have Fire Plan Review Fees separate from any Plan Check or Permit Fees invoiced from the Building Department
- ❖ **School Fees are required to be calculated and paid to the School District in the zone the property is located**, if the residential structure, including Manufactured Homes, have a livable square footage of 500 sqft or more
 - **Contact the School District in your area to request a School Form**
 - River Islands:
 - Banta Elementary School District – (209) 229-4650
 - Tracy Unified School District – (209) 830-3200
 - All other areas of Lathrop:
 - Manteca Unified School District – (209) 825-3200
 - These School Fees are **required to be paid before Permit Issuance**, the City cannot Issue a Permit without confirmation of Payment

ISSUANCE

- ❖ Final Permit Fees will be invoiced before Permit Issuance
 - Permit Fees apply to the **total valuation** of the project, including the building square footage valuation
- ❖ Confirmation of all fee payments to the various Departments listed above
- ❖ Once all fees are paid, **Processing and Final Stamping** of Permit Documents will start
- ❖ If Applicable, there is a **State Fee of \$11** per Transportable Section. Refer to Form **HCD 433A** for instructions. This must be completed **before Final Inspection**
- ❖ **Health and Safety Code Section 18509** provides that permits to install Manufactured Homes Expire **Six Months (180 Days)** from the date of Issuance
 - **Section 1038 of 25CCR**, provides for Renewal of an Expiring Permit for six-month intervals if work has commenced and is in progress
 - A Manufactured Home Permit shall not remain valid for more than **Two Years** from the date of original Issuance



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INSPECTIONS

- ❖ Once the Permit is Issued and Final Documents (Certified Plans, Permit, Job Card, and Supplementary Documents) are sent to the Permit Holder, Inspections are now able to be scheduled and work can begin
- ❖ HUD / HCD Approved Manufactured Homes will go by a modified Inspection Checklist:
 - **Underground Plumbing**
 - **Foundation**
 - **Electrical / Gas Release**
 - **Pre-Final Inspection**
 - Installation of Manufactured Home, but pending recording with the County
 - Manufactured Home must be recorded with the San Joaquin County after Installation but before Final Inspection, see HCD Form 433B
 - **Final Inspection and Certificate of Occupancy**
 - Once recorded, a Final Inspection must be scheduled to sign off on the Final Inspection on the Job Card, and the Signed Job Card will then serve as the Certificate of Occupancy

OPTIONAL: HCD FORMS 433A and 433B

- ❖ **Only Applicable if requested by the Property Owner**
- ❖ HCD Form 433A
 - Must be completed by the City of Lathrop before Issuance
 - Coordinate with the Planning Department for recording
- ❖ HCD Form 433B
 - Must be completed by the Property Owner and forwarded to the County Assessor after Installation of the Manufactured Home

INSTALLATION REQUIREMENTS FOR MANUFACTURED HOMES INSTALLED ON A SUPPORT SYSTEM:

On July 20, 1994, legislation was signed, adding two new requirements to the Installation of Mobile Homes and Manufactured Homes installed without a Permanent Foundation System. The operative date of the legislation was September 20, 1994.

SB750 added **Section 18613.4** to the Health and Safety Code. It requires an Installation to include **Tiedowns** of sufficient number to resist a wind load of fifteen pounds per square foot of a wall area, to include **Mechanical Connections** that anchor the home to concrete or steel piers supporting the home and **anchoring the piers to their support pads (Footing)**.

TIEDOWN SYSTEMS

A Tiedown System must be Installed on a Manufactured Home. Tiedowns must be Pre-Approved in a HCD Approved Standard Plan or designed and stamped by a California Engineer or Architect. The design load is provided on the date plate permanently attached to the home.

MECHANICAL CONNECTIONS

Support Systems consisting of **Metal Piers or Concrete Piers** (not concrete block support systems) must include Mechanical Connection of the piers to the home and the piers to the support pad (Footing).

The connections must be accomplished without modification of the home or the pier. The use of a listed pier that is designed for Mechanical Connections meets this requirement. The Final Installation must not separate or slide in the event that the home is subjected to horizontal loads from any direction and/or to vertical loads upward or downward.

RECORDING REQUESTED BY:

City of Lathrop

AND WHEN RECORDED MAIL TO:

City of Lathrop

NAME
390 Towne Centre Drive
MAILING ADDRESS
Lathrop San Joaquin County, CA 95330
CITY COUNTY STATE ZIP CODE

SPACE ABOVE THIS LINE FOR RECORDER USE ONLY



STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

DIVISION OF CODES AND STANDARDS
MANUFACTURED HOUSING PROGRAM

**NOTICE OF MANUFACTURED HOME, MOBILEHOME, OR COMMERCIAL MODULAR
INSTALLATION ON A FOUNDATION SYSTEM**

Recording of this document by the enforcement agency indicates compliance with California Health and Safety Code section 18551(a). This document is evidence that the enforcement agency has inspected the installation and issued a Certificate of Occupancy, form HCD 513C, for the manufactured home/mobilehome (MH) or commercial modular described herein, including corrections and/or reporting the removal of a unit from a foundation system, upon the real property described with certainty below, as of the date of recording. When recorded, this document shall be indexed by the county recorder to the named owner of the real property and shall be deemed to give constructive notice as to its contents to all persons thereafter dealing with the real property.

Mandatory: Select all appropriate box(es) below:

New Recordation Correct a Recordation Report a Unit Removed from a Foundation System

ALL INFORMATION BELOW MUST BE ENTERED BY THE ENFORCEMENT AGENCY

PROPERTY INFORMATION

REAL PROPERTY OWNER NAME(S)

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

INSTALLATION ADDRESS (If different)

CITY COUNTY STATE ZIP CODE

IDENTIFY THE TYPE OF LAND OWNERSHIP:
 FEE-SIMPLE DEED TO THE PROPERTY
 RESIDENT-OWNED MH SUBDIVISIONS
 MH CONDOMINIUM MOBILEHOME PARKS

LONG-TERM LEASE
 MH STOCK COOPERATIVES

ENFORCEMENT AGENCY INFORMATION

City of Lathrop

ENFORCEMENT AGENCY ISSUING PERMIT and CERTIFICATE OF OCCUPANCY

390 Towne Centre Drive

MAILING ADDRESS
Lathrop San Joaquin CA 95330
CITY COUNTY STATE ZIP CODE
(209) 941-7200

BUILDING PERMIT NO. TELEPHONE NUMBER

EVIDENCE OF UNIT LIENHOLDER(S) RELEASE, OR CONSENT TO INSTALLATION
PROVIDED/ATTACHED—SEE REVERSE NOTE #2 (Check if applicable)

SIGNATURE OF ENFORCEMENT AGENCY OFFICIAL

DATE

OWNER INFORMATION

UNIT OWNER (If also property owner, write "SAME")

MAILING ADDRESS

CITY COUNTY STATE ZIP CODE

DEALER INFORMATION

DEALER NAME (If not a dealer sale, write "NONE")

DEALER LICENSE NUMBER

DEALER BUSINESS ADDRESS

CITY COUNTY STATE ZIP CODE

MANUFACTURED HOME/MOBILEHOME/COMMERCIAL MODULAR UNIT DESCRIPTION

MANUFACTURER NAME

MODEL NAME / NUMBER

MANUFACTURE DATE

SERIAL NUMBER(S)

LENGTH x WIDTH

CA INSIGNIA(S)/HUD LABEL NUMBER(S)

ASSESSOR'S PARCEL NUMBER

HCD REGISTRATION DECAL NUMBER

MCO NUMBER (New MH only)

REAL PROPERTY LEGAL DESCRIPTION, EXPLANATION OF CORRECTION, OR UNIT REMOVAL

NOTICE OF MANUFACTURED HOME, MOBILEHOME, OR COMMERCIAL MODULAR INSTALLATION ON A FOUNDATION SYSTEM

GENERAL GUIDE AND INSTRUCTIONS

A building permit is required from the enforcement agency to construct a foundation system (under new units or retrofits to existing units). To apply for a building permit—the owner, dealer, or contractor must comply with certain provisions of the California Health and Safety Code, as follows:

- 1) Provide evidence that the registered owner(s) of the unit(s) to be installed either holds title or is purchasing the real property on which the installation is to be made, or written evidence of ownership in a resident-owned subdivision, stock cooperative, MH condominium mobilehome park, or holds a transferable lease on the property with a term of 35 years or more. If the term of the lease is less than 35 years, the term must be mutually agreed to by the lessor and lessee and may not be revocable by the lessor, except for cause. Written evidence must specify the type of land ownership.
- 2) Provide written evidence that the registered owner(s) owns the unit(s) free of any liens or if there is a lienholder(s), that lienholder(s) has consented to the placement of the unit(s) on a foundation system as an improvement to the underlying property.

If the Department of Housing and Community Development's (HCD's) registration and title records for the unit do not match the name of the applicant, the applicant shall correct the recorded information with HCD before the enforcement agency can approve the ownership interest, the unit installation or record this form with the county recorder's office.

Note: An enforcement agency may obtain a title search from HCD's Registration and Titling Program. The information on the title search may be compared to the information shown on the surrendered HCD Certificate of Title or Department of Motor Vehicle (DMV) pink slip(s) and registration card(s) (see below). This will ensure that the most recent ownership and registration documents have been submitted to the enforcement agency and that the registered owner owns the unit(s) free of any liens or encumbrances. Where the title search indicates a recorded legal owner or junior lienholder, or both, evidence should be provided to the enforcement agency that the legal owner or junior lienholder, or both, have been paid in full or that the legal owner or junior lienholder, or both, consent to the attachment of the unit(s) upon the satisfaction of their liens by the registered owner.

- 3) Provide the plans and specifications required by HCD regulations.
- 4) Provide the approved manufacturer's installation instructions or plans and specifications signed by a licensed California architect or engineer covering the installation of the unit(s).
- 5) Pay building permit fees as required by the local jurisdiction issuing the building permit.
- 6) Complete an original and three (3) copies of form HCD 433A with all information available at the time the building permit is issued for the installation of a manufactured home, mobilehome, or commercial modular unit(s).
- 7) Pay a state fee of \$11.00 per transportable section and submit with form HCD 433A.

Reporting Corrections or Removal of Manufactured Home, Mobilehome, or Commercial Modular from a foundation system:

- 1) Mandatory selection of the appropriate recordation type near the top of page 1, to indicate this is a new recordation, correction, or to report that a unit has been removed from a foundation system.
- 2) For correction or reporting unit removal, complete the entire application except for DEALER INFORMATION, unless applicable.
- 3) In the REAL PROPERTY LEGAL DESCRIPTION, EXPLANATION OF CORRECTION, OR UNIT REMOVAL section, explain in detail correction or reasons for removal and final disposition or destination of unit(s). (e.g., rectification, recording errors, re-titled, transferred, salvaged, sold, relocated, theft, destroyed by accident, or natural disaster). Attach form HCD RT 476.6, Statement of Facts, if additional space is needed.
- 4) As appropriate, file this form with HCD, the proper County Recorder, County Tax Assessor, and/or the Local Building Department.

After installation is complete and prior to issuance of a form HCD 513C, Certificate of Occupancy, the following requirements must be met:

- 1) If the unit(s) has been sold to the owner by a dealer, all information not originally available to complete form HCD 433A [*i.e., manufacturer name, serial number(s), date of manufacture, dealer's license number and HCD insignia(s)/HUD label number(s)*]*] must be completed. Incomplete forms will be returned for completion.*
- 2) If the unit(s) is owned by the individual requesting installation, the following items are required to be surrendered to the local building department prior to issuance of a Certificate of Occupancy:
 - Certificate of Title and Registration issued by either HCD or DMV
 - Any license plates or decals issued by either HCD or DMV

CAUTION: DO NOT REMOVE THE HCD INSIGNIA(S)/HUD LABEL(S) THAT CERTIFY THE COMPLIANCE OF THE UNIT(S).

- 3) When form HCD 433A is completed with all required information and all titles, certificates, plates, or decals (*if required*) surrendered, a Certificate of Occupancy may be issued and form HCD 433A recorded with the county recorder. The owner is to be provided with a copy of form HCD 433B—Notice to Assessor by the local building department. The owner is required to complete and submit the Notice to Assessor to the county assessor.
- 4) Within five (5) business days of the issuance of the Certificate of Occupancy, the enforcement agency shall record this document with the county recorder's office.
- 5) Once recorded, the enforcement agency shall transmit all of the following: the recorded copy of form HCD 433A; a copy of the Certificate of Occupancy; fees collected in the amount of \$11.00 per transportable section; and, *if unit currently titled as personal property*, all applicable titles, certificates, license plates, or registration decals to:

Department of Housing and Community Development
Division of Codes and Standards
Registration and Titling Program
P.O. Box 277820
Sacramento, CA 95827-7820

For information on establishing a Requester Account for obtaining title search printouts online or for general information contact HCD at (800) 952-8356 or via email at ContactRT@hcd.ca.gov.



STATE OF CALIFORNIA
DEPARTMENT OF HOUSING AND COMMUNITY
DEVELOPMENT
DIVISION OF CODES AND STANDARDS

NOTICE TO ASSESSOR

THIS FORM MUST BE COMPLETED BY THE OWNER OF A MANUFACTURED HOME,
MOBILEHOME OR COMMERCIAL MODULAR AND FORWARDED TO THE COUNTY
ASSESSOR UPON COMPLETION OF THE INSTALLATION OF THE UNIT ON A
FOUNDATION SYSTEM PURSUANT TO SECTION 18551 HEALTH AND SAFETY CODE.

ORIGINAL PURCHASE PRICE FOR:

1. The Basic Unit	\$ _____	Type of Exterior Wall Covering: _____ (Metal, Wood, etc.)
2. Optional Equipment & Upgrades	\$ _____	Type of Roof Covering: _____ (Metal, Wood, Composition, etc.)
3. Subtotal	\$ _____	Heating Type: <input type="checkbox"/> Forced Air <input type="checkbox"/> Floor or Wall
4. Accessories & Accessory Structures	\$ _____	Air Conditioning: <input type="checkbox"/> YES <input type="checkbox"/> NO Tons _____
5. Other (Specify) _____	\$ _____	Evaporative Cooler: <input type="checkbox"/> YES <input type="checkbox"/> NO
6. Delivery & Installation	\$ _____	Built-in Cooktop: <input type="checkbox"/> YES <input type="checkbox"/> NO
7. TOTAL SALES PRICE	\$ _____	Built-in Oven: <input type="checkbox"/> YES <input type="checkbox"/> NO

DOES THE BASIC PRICE INCLUDE:

The Towbar(s)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Air Conditioning: <input type="checkbox"/> YES <input type="checkbox"/> NO Tons _____
Tires & Wheels	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Evaporative Cooler: <input type="checkbox"/> YES <input type="checkbox"/> NO
Wheelhubs & Axles	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Built-in Cooktop: <input type="checkbox"/> YES <input type="checkbox"/> NO

LIST NUMBER OF ROOMS:

Bedrooms	_____	Dining Room	_____
Baths	_____	Family Room	_____
Kitchen	_____	Utility Room	_____
Living Room	_____	Other Rooms	_____

Carport:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	LENGTH X WIDTH _____ X _____
Awning:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____ X _____
Porch:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____ X _____
Garage:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____ X _____
Storage Shed:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____ X _____
Skirting:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	LINEAL FEET _____

The sales price as shown does not include any amount for any in-place location.

The Assessor's Parcel Number of the installation site is

_____ (Signature)

_____ Address

_____ Telephone